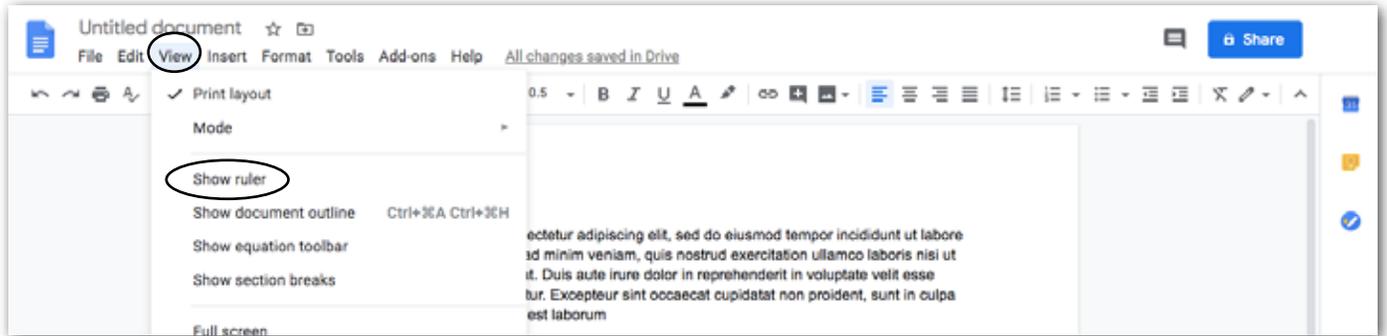


Google Docs

Hanging Indents

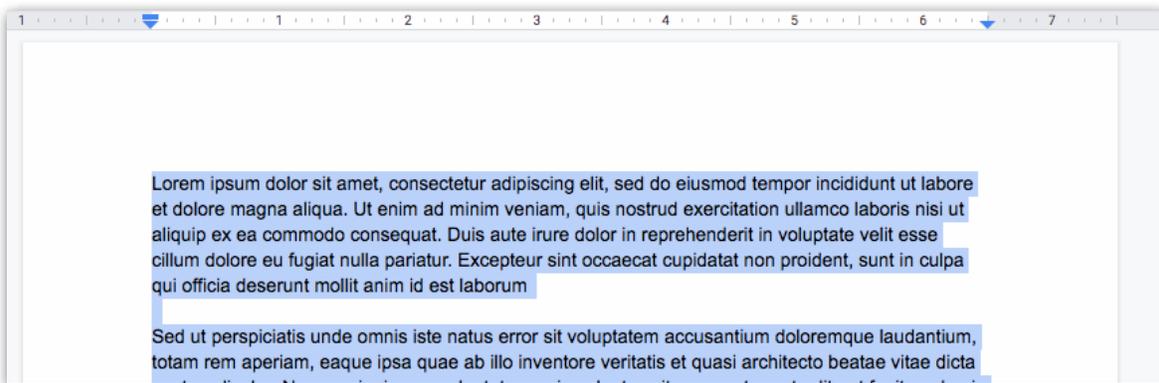
Step One:

In the main toolbar, select View and make sure Show Ruler is selected.



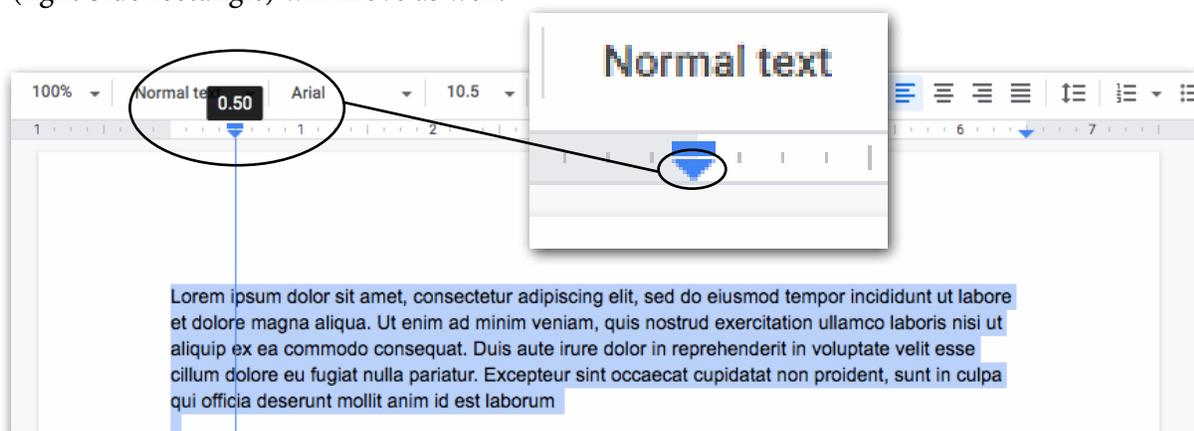
Step Two:

Highlight the paragraphs you want to indent.



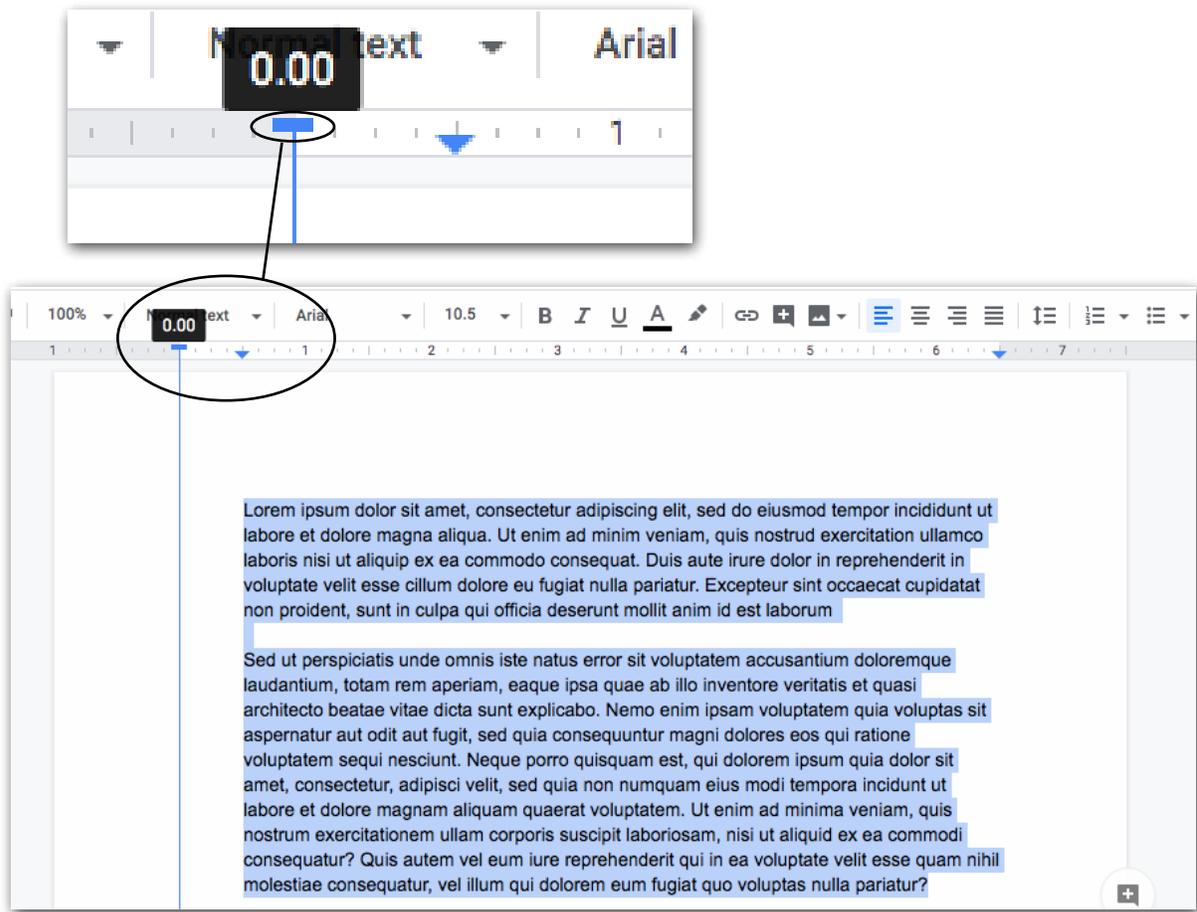
Step Three:

Select the left indent marker (blue triangle) on the ruler, and drag to the 0.50 inch mark. The first line indent marker (light blue rectangle) will move as well.



Step Four:

Drag the first line indent marker (light blue rectangle) back to the left margin 0.00 leaving the left indent marker (blue triangle) at 0.50



Step Five:

Click anywhere to deselect the text.

